25 OCT 1974

MEMORANDUM FOR:  Members, Board of Overseers

SUBJECT       :  Background Information on Training Activities


1.  As a means of informing you of a number of key
activities and trends in the Office of Training, I am taking
the liberty of providing you with certain documents which
may be of interest to you.

2.  For your convenience, I have extracted significant
items from or summarized the attached documents.

    a.  OTR Annual Report.  This report summarizes
major activities and programs in the Office of Training
during Fiscal Year 1974 as keyed to OTR's MBO objectives.
Significant data include a total of 71,069 student days
accumulated by 7,793 students in 542 course runnings.

    b.  OTR Objectives.  The attached list of objectives
concern the following subjects:  MBO training, study of
the intelligence process, review of OTR curriculum,
establishment of a media center in Headquarters, analysis
of language shortages in the Agency, the establishment
of a training information data base, cost effectiveness

25X1 ⌷ cost data on all OTR courses, evaluation of
OTR's professional competence, and redesigning the
Agency Training Record.

    c.  Senior Seminar.  The Senior Seminar is expe-
riencing some difficulty in enrolling senior personnel,
particularly those from the DDO.  Unless the enrollment
problems can be resolved in the near future, the course
may be either curtailed or eliminated.

    d.  Leadership Module for the Advanced Management
        Program.  OTR has arranged with the Center for
Creative Leadership for an experimental module in the
AMP, which will attempt to give participants better
insights into their leadership qualities and prepare

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them to exercise more effective leadership when they
return to their jobs.  Four CIA personnel will be
trained to give the course after the initial running.

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f.  COINS Training Program.  In response to an NSA
request OTR has been asked to develop a community-wide
COINS Training Program.  CIA would be the executive
agency and host for the program.  The program includes
orientation, basic refresher, and special needs courses.
It proposes training 350 persons in about 18 course
offerings per year.  Five additional staff personnel
would be needed, along with changes in space con-
figuration and about $125,000 for new equipment.

g.  Media Center.  OTR requested and received space
in the GJ corridor of Headquarters to consolidate a
number of its activities in the Headquarters area,
namely the OTR Self-Study Program (video and audio),
the OJCS Self-Study Program (video), the Headquarters
language laboratory, and the University of Maryland
Instructional Television Program.  Space has been
offered and Log/LSD has developed detailed archi-
tectural plans.

h.  University of Maryland Instructional Television
     Program.  In January of 1974, OTR was urged by
the University of Maryland to join its instructional
television program, which we hoped to begin in
September 1974.  The program includes an offering of
about 100 courses in science, engineering, business,
and management to be transmitted via a four-channel TV
system which also permits the remote student to ask
questions of the instructor by way of an FM trans-
mitter.  The system will probably not be activated by
the University of Maryland until September 1975.

i.  Total Immersion Language Training.  The
Language Learning Center has conducted three, four-week
total immersion programs (in Russian, Spanish, and
French) designed to raise two-level speakers to the
three-level and to give the students the opportunity to

use the language in operational situations. OTR plans
to offer three more such programs in the present fiscal
year.

    j.  <u>Interpersonal Relations Training for Operations
Officers</u>. OTR is working with a [ ]  25X1
firm, [ ] to produce a training
package designed to systematically evaluate and carry
out interpersonal relationships which may help operational
personnel in the assessment, recruitment, and handling
of agent personnel. Four instructors are trained, and
we will train an experimental group from SB Division in
October.

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    k.  <u>Analyst Training Programs</u>. [ ]  25X1
[ ] developed a plan
for a series of basic and advanced courses for analyst
personnel. This paper has been sent to the appropriate
Directorates for comment. The paper is now being
revised and when completed a copy will be sent to you.

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3. I am at your disposal to discuss any of the above
programs in further detail at your convenience.

                   [ ]  25X1

              Alfonso Rodriguez
              Director of Training